

Casual Hall Hire Agreement

5th City of Brunswick Scout Hall
213A Weston Street
Brunswick 3056

Hall Booking Contact Details

Terry Pyke

Phone: 03 – 9036 2975

Mobile: 0432 181 977

Email: hallhire@5thbrunswickscouts.org.au

Emergency Contact: 0422 643 236 (John)

Terms and Conditions

Conditions of hire

The hirer must:

- Be over 18 years of age to book the facility and sign the Terms and Conditions
- State precisely the type of activity to take place in the facility
- Under no circumstances enter any areas other than the section hired
- Adhere strictly to the hiring hours. Being in the facility outside the time of hire may result in a security patrol being called. This will result in the forfeit of the hirer's bond.
- Not enter the premises prior to or after the stated times of your function. Hirers are not permitted to enter the premises outside the booked time to inspect, set up or pack up, deliver or collect equipment such as juke boxes or clean the facility. This must all be done during the period of hire.
- Notify police immediately if there is any threat of trouble, then notify the Hall Manager.
- Report any accidents or near accidents to Hall Manager upon return of your key or as soon as possible.
- Ensure the hall is clean and all windows and doors are locked when leaving the hall.
- Not permit smoking on any part of the premises.
- Not permit any animals or pets on premises
- Arrange a person to assume responsibility on behalf of the hirer in their absence and advise the Hall Manager of this person's name and contact details.
- Not interfere with or remove any scouting equipment.
- Permit the Scout Association or its servants and agents at all reasonable times to enter and view the Hall and the arrangements made to keep the Hall in accordance with these hiring terms and conditions.
- Obtain approval for the use of any materials to prepare the floor for dancing, if required, from the Hall Manager **before** the application of those materials or any of them.

Cleaning

Cleaning equipment and products, mops, buckets and brooms are available on site near the kitchen and may be used. Please report to the Hall Manager if the facility was not found in a clean and tidy state on arrival.

The facility must be left clean and ready for the next user. This includes:

- Sweeping and mopping the floor. Any spills are to be mopped with warm water only.
- Wiping down all benches, tables, chairs and fridge.
- Cleaning stove tops, ovens, microwave, and any equipment that was used.
- Removing all food and drink from the premises.
- Placing all rubbish in bags and removing from the premises. The existing bins are for the use of scouts and regular tenants only.
- Cleaning, sweeping and mopping floors in kitchen and toilet areas.
- Safely stacking tables and chairs and returning them to the proper location. All furniture must be accounted for.
- Ensuring the outside area, including the car park, is free of litter.
- Wash any items used, to store away in the cupboards provided.

Damage and Breakages

- The hirer is responsible for the full replacement cost of any damages or breakages to the facility, its fittings and contents, and the surrounding grounds, and for any additional cleaning that is required. The assessment of the Hall Manager is final in this regard.
- The hirer must advise if the fire extinguishers have been used in any way. If fire equipment is used for other than an emergency situation, the cost of inspection and replenishing will be deducted from the bond.
- All breakages must be reported to the Hall Manager as soon as possible.

Parking, noise and surrounding residents

The facility is located in a residential area. Therefore, it is expected that the surrounding residents be respected. The hirer is responsible for the preservation of good order during and following the hire of the facility. Vehicles should not obstruct access to driveways or restrict parking in the street.

All music and noise levels must be kept at an acceptable level (not offensive to neighbours). Music must cease at 11:00 pm on Fridays or Saturdays and 10 pm on other days as per EPA Prohibited times for residential noise. The facility and car park must be clear by 12:00 midnight and noise kept to a minimum whilst packing up.

Public liability insurance

The Scout Association – Victorian Branch does not insure the Hirer’s property or legal liability exposures. Consequently, the Scout Association strongly recommends that the Hirer obtains adequate insurance protection throughout the full duration of the event for which the hall is hired.

The hirer releases, indemnifies and holds harmless the Hall Manager, the 5th Brunswick Scout Group, and the Scout Association of Australia, (including the Victorian Branch and all its and their officers, agents, employees and members) from any and all liability ,claims , demands, disputes or proceedings of whatever nature for loss or damage (including personal injury or death) and damage to property, resulting from or arising out of or as a consequence of the hirer’s use of the hall or occurring while the hirer is in occupation of the hall.

The hirer accepts full responsibility for each person occupying the Hall during the approved period of occupation.

The hirer will ensure compliance by participants with all applicable laws.

First Aid and resuscitation equipment is available near the kitchen for persons attending, if needed. The hirer must report if it has been used to the Hall Manager.

Security staff

A minimum of 1, but preferably 2 or more licensed Security staff are required to be present at all 18th and 21st birthdays, or where deemed necessary. It is the responsibility of the hirer to provide written evidence that a licensed security guard has been engaged, including the security license number of the guard attending, at the time of collecting the key. Any reputable security company will be able to provide a letter on a company letterhead stating this. If no proof is produced the key will not be issued.

A Hall Security Checklist for music and dance parties showing additional requirements will be issued as deemed necessary. The requirements must be reviewed and complied with by the hirer.

Keys

Keys and instructions for use must be collected from the Hall Manager at a mutually convenient time. Keys must be returned after the hire period, as instructed on the day. At no time can the hirer make a duplicate copy of the key issued or change existing locks in any of the facilities. Hirers are not permitted to use their own locks on cupboards or storerooms.

Personal property/storage

All goods brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement, unless prior agreement has been made with the Hall Manager. Please note all hirers are responsible for the care and control of their own property/personal effects and loss or damage to such items is not covered by our insurance policy.

Decorations

Decorations are welcome at the facility. However, they must be removed at the conclusion of the function, and must not damage the facility. Streamers and balloons must not be hung from the fans. NO smoke machines are permitted. Throwing of confetti, glitters, sprays, poppers, or rice is not permitted. A minimum of \$50 charge will be deducted from the hirer's bond if such materials are left in the facility.

Smoking

For fire safety and to overcome the hazards of passive smoking we have a non-smoking policy. No smoking is permitted inside the building.

Emergency number

The Hall Manager can be contacted on the telephone number above. The Emergency number is for use in the event of an emergency only, e.g. a fire in the facility. In case of emergency please call 000 first, then the Emergency contact number. If the emergency number is called for any reason other than an emergency all costs associated with the call will be charged to the hirer, regardless of whether someone is required to attend the facility. If the facility is not clean, there is any minor damage to the facility, or any other problem, please report this to the Hall Manager when you return the keys. Do not call the Emergency number. The hirer will be charged if the Emergency number is called because keys are accidentally locked in the building or for any reason other than an emergency.

Fees and bond

The total fee must be paid to confirm your booking. No tentative bookings will be accepted. The bond is to be paid at the time of hire or on collection of the keys. This can be paid to the Hall Manager or Group Treasurer, who will issue a receipt. An inspection will be conducted after the function and the bond returned within 21 days of receipt of the keys, dependant on the hirer having met the Terms and Conditions of hire. The Hall Manager is able to cancel any or all future bookings, if required.

Additional costs

Any additional costs will be deducted from the bond. Any costs incurred in excess of the bond will be the responsibility of the hirer. These include, but are not limited to, damage to or destruction of the premises and damage to surrounding areas including residences.

- Balloons and decorations: minimum \$50 removal fee, more if balloons are difficult to remove, are tangled in fans, or are numerous.
- Cleaning/rubbish removal fee – minimum \$50

Cancellation of bookings

- All cancellations and requests for changes to bookings must be made in writing to the Hall Manager
- Hire fees are non-refundable and non-transferable if less than 14 days written notice has been given.
- If more than 14 days written notice has been given, the hire fee will be refunded by cheque within 21 days less a \$20 administration fee.

Please ensure that you have read this document carefully before signing the application form. We reserve the right to cancel any booking or not to accept any booking that we consider inappropriate for the facility.